

Parent and Carer Payment Information – Autumn 2019

The school has made some changes to payment procedures for the new academic year. Please see below updated information regarding these procedures. Please remember that the school operates a cashless system and only accepts card payments, these can be made in the main office or online via Arbor. If you require additional support with this or have any questions regarding it, please do not hesitate to speak to a member of the admin team.

Breakfast & Lunch Meals

- Breakfast club and lunch meals should be topped up in advance to prevent your account from going into debt. **We encourage parents and carers to top up their child's account a week in advance**, this ensures that the meals for the following week have been paid.
- If you have an outstanding debt, you will receive a reminder text on a weekly basis. The reminders work on a three week cycle to cover the meal costs per month. **If you have not cleared your child's outstanding payments by the 3rd reminder (3 weeks), you will receive written confirmation that your child will be moved to pack lunch commencing the following week.**
- Children eligible for FSM do not need to make payments for meals however, **if your eligibility status changes and you are no longer eligible you will be informed in writing and you will be charged for meals commencing the following week.**
- Changing meal preference - if you would like to change your child's meal preference (pack lunch or school dinners) you will need to complete the request form from the office or send written confirmation to the admin inbox. **Please note that a week's notice is required for meal changes**, as the lunch figures are provided to the school chef's at the start of the week and food is ordered accordingly.



Day Trip Donations

- The school is now asking for a **voluntary donation of £2 for any school trips that the school incurs a cost for**. This will help to cover the cost for travel or tickets etc.
- On the rare occasion where a trip requires a coach to transport the children, **a £5 donation will be requested.**
- Please note that all trip donations go directly into the school budget and enable the school to continue to fund future trips.

Residential Trips

- In order to secure a place for a residential trip (Year 4, 5 & 6 only), deposit payments must be received by the deadline date. **A place for a residential trip will not be reserved without deposit payment. Full payment for the trip must be received prior to the trip taking place.**
- Please note that a reduced rate is provided to all children for residential trips as the school subsidises a significant amount of the cost (in particular the Paris trip) however, **children eligible for Free School Meals receive an additional discount.**
- **Failure to clear the outstanding payment from one residential trip will prevent you from registering your child for the next residential trip** e.g. in order to secure a place for the Year 6 Paris trip, you must ensure you have cleared all payments owed for the Year 5 residential trip.



Early Years Extended Hours Provision

- **Fees are payable each month in advance, on or before the 1st day of each new month.** Unless an agreement is made for payment to be made another way, all payments must be made in full.
- **No refunds or reductions will be made in children's fees for periods of absence from school due to holidays, sickness, or for other reasons.**
- If the school has to close due to an emergency (e.g. weather conditions), no part of the fee will be repayable.
- Fees are agreed on a termly basis, **no refunds or reductions will be made if the parent/carer withdraws their child from the scheme during the term.**
- If fees and outstanding balances have not been paid in full by the last day of a term, the child will not be able to access the provision the following term.
- **EYFS Extended Hours - Where children are collected half an hour after their booked session end time without prior arrangement, a late fee of £6 will be charged** (this will be incurred onto your monthly fee) to cover the additional staffing costs incurred. If a child is not collected on time, our legal liability relating to the staff and child ratio will be infringed, as two members of staff must remain on site until the last child has been collected. We do advise parents arrive 5 minutes before the end of their child's booked session.

After School Clubs

- **All clubs (except for homework club) are now £30 per term (average cost per session is £2.30)**
- **All payments for clubs must be made in full before the club start date.** Your child's place in the club is not confirmed until full payment has been received.
- **Clubs will not be allocated the following term if there are any outstanding payments remaining from the previous term's clubs.**
- No refunds or reductions will be made in children's fees for periods of absence from school due to holidays, sickness, or for other reasons.
- If the school has to close due to an emergency (e.g. weather conditions), no part of the fee will be repayable.



Refunds

- **All deposits for trips and club payments are non-refundable.** The school does not provide a refund for any deposit as the cost will be incurred by the school.